

4.3 After Plans, Specifications & Estimate (PS&E)

A. Draft Contract Ready

After the PS&E submittal by the district and upon receipt of the “First Notice,” it is recommended that the district keep the MicroStation files (.dgn) of the project plans submitted to DES-Office Engineer (OE.) There may be cases where the district might need to submit revised, replacement or additional plan sheets, utilizing the MicroStation files from the original PS&E submittal. As a rule, the final redline corrections to the plans are made by DES-OE Project Plans Unit, with concurrence from the district.

B. As-Awarded

After the project has been awarded to the winning bidder, DES-OE Project Plans Unit will notify the district to copy back the As-Awarded MicroStation files. This process is called “Second Notice.” These .dgn files will include any revisions or additions that may have occurred through the addenda process. The district will need to keep the As-Awarded MicroStation files for possible use by construction during the course of constructing the project. The District (or Consultant) **shall** use the As-Awarded MicroStation files when developing the As-Built plans at the completion of construction.

C. Contract Change Order

Changes to a contract may be necessary during the construction of any project. A change is made with a Contract Change Order (CCO.) Construction is the lead in handling CCOs. Depending on the nature of the change, construction will usually consult with or get concurrence from the project engineer when the change affects the design of the project.

If replacement or additional project plan sheets (in MicroStation file format) are generated by the CCO, they must have the signature and seal of a registered engineer (whether the engineer is from design or construction) who is most responsible for the change. Before the As-Built plans can be completed, any replacement or additional project plan sheets (in MicroStation file format) added by CCO must contain the signature and seal of a registered engineer. To ensure that each engineer's signature is only used when authorized by the engineer, the electronic signature for each engineer is usually maintained and protected by one source in each district. Usually that source is the delineation unit or office engineer unit in each district.